

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

☐ ACTION  
☒ NOTICE 06-05

ISSUE DATE: 04/26/2006  
DISPOSAL DATE: Ongoing

\*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

**To:** Wisconsin Works (W-2) Agency Directors

**From:** Bill Clingan /s/  
Division Administrator

**RE:** Wisconsin Works Move Placements Project

**PURPOSE:**

This Administrator's Memo describes the Wisconsin Works (W-2) Move Placements Project and the manner in which the Department of Workforce Development (DWD) will implement this program enhancement through the Client Assistance for Reemployment and Economic Support (CARES) system. The Move Placements Project will be integrated into the CARES system the weekend of June 2, 2006.

**BACKGROUND:**

This project, which includes moving the W-2 placement screen to the work program subsystem in CARES, will correct a longstanding problem in the design of CARES W-2 programming. Currently, CARES requires placement of a W-2 participant in a W-2 employment position before eligibility can be determined. This was a compromise design, based on the predecessor program, Aid to Families with Dependent Children (AFDC).

This design has been counter-intuitive and error-prone since it went into production. The current design often results in W-2 Financial and Employment Planners (FEPs) not knowing with certainty that an initial placement and payment were going to be issued correctly by the system. Similarly, when placements change, the current design requires the eligibility logic to be re-run, even though no eligibility conditions have changed. Finally, when eligibility and placement ends, W-2 payments are not always ended correctly resulting in overpayments to the participant.

The move placements project will allow CARES to support W-2 policy by delinking the determination of financial and non-financial eligibility and placement decisions. This project supports W-2 policy requirements to conduct an assessment of the customer's employability and services/training needs prior to making a placement decision.

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\* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

This project is the first step toward improving the connection between W-2 placement and case management information system support and other workforce development programs such as the Workforce Investment Act and the case management and information system which supports those programs, i.e., the Automated System Support for Employment and Training (ASSET).

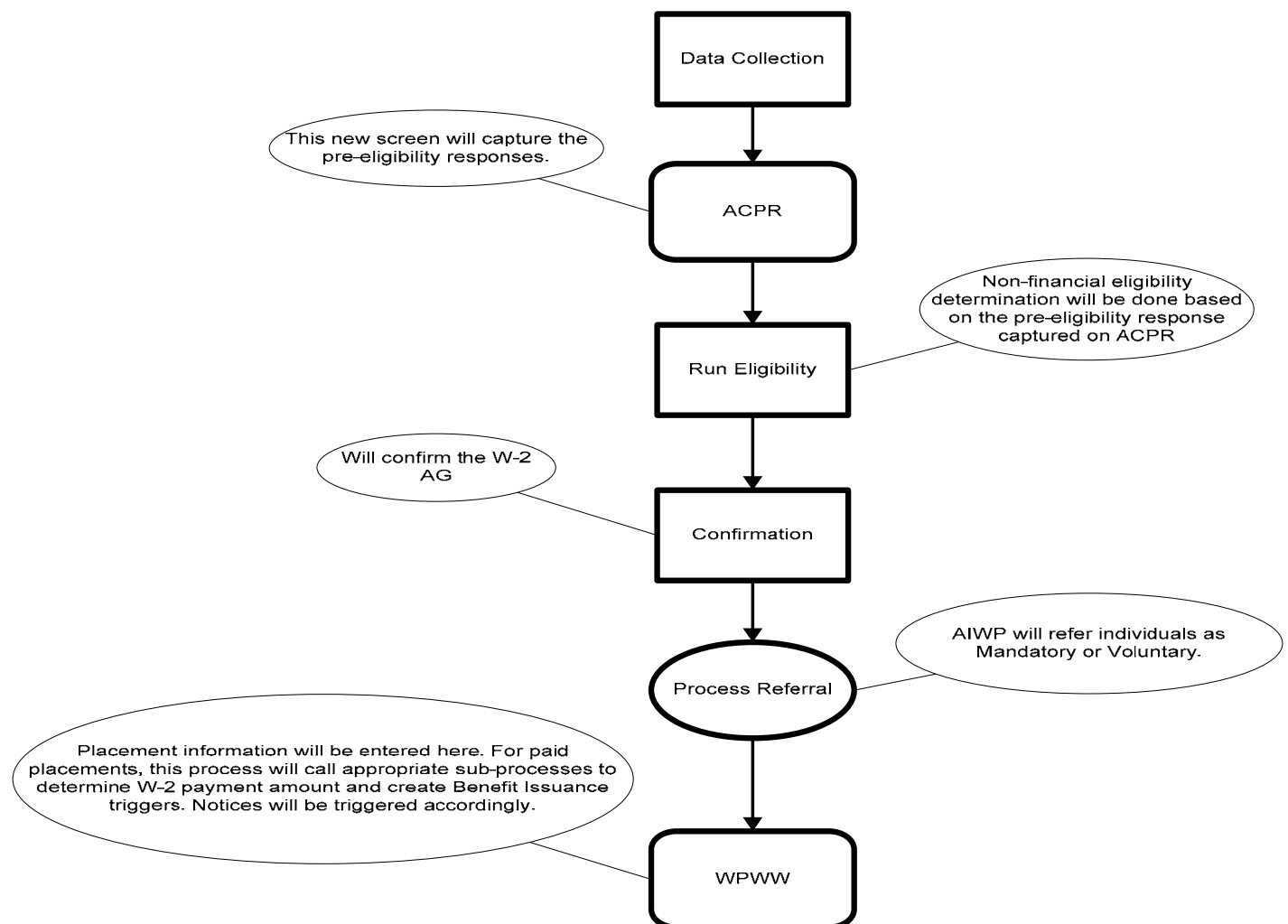
The project also creates a new CARES Worker Web W-2 Pre-Eligibility Requirements screen, enhanced functionality for the two-parent determination screen, and changes to the referral process for W-2 and Learnfare.

In addition to this Administrator's Memo, two Operations Memos will be released around May 1, 2006. Those memos will detail the system changes and the conversion process.

## Agency Actions

Agencies are encouraged to assess current operations related to determining eligibility for W-2, completing assessments, making placement determinations and assigning activities. Moving the W-2 placement information into the WP subsystem will result in a less complicated process for CARES processing for case managers. In agencies where the FEP determines W-2 placement, but does not provide actual case management services, this CARES change may require case processing changes.

### New W-2 CARES Processing Flow



## **Training**

Training is required for all W-2 staff who enter placements, which includes initial placements, changing placement types, changing which participant is in the placement, and ending placements, in CARES. Staff who have responsibility in helping make the placement determination are also required to attend this training. Training is also recommended for all W-2 Supervisors and Lead Workers who supervise staff who make placement decisions and entries into CARES.

The training consists of two components (classroom and CBT), course completion equals the completion of both courses.

The first component is a one day classroom training that will be offered across the state between April 24<sup>th</sup> and May 17<sup>th</sup>. This course explains all of the system changes being made and how they affect the processing of W-2 cases.

The second part consists of an online Computer Based Training (CBT) that allows learners to practice using the new screens prior to the changes being made in CARES production. In order to access the Move Placements CBT, learners must attend the one day training and be marked as completed in the DWD/DHFS Learning Center. The CBT may be accessed at <http://www.uwosh.edu/ccdet/wss/> by searching for Move Placements.

## **Conversion of Existing W-2 Cases**

A conversion process will run for existing W-2 cases when the move placements project migrates to production. This conversion process has three goals:

- 1) To create the W-2 Pre-eligibility Requirements page;
- 2) To create a completed WPWW screen (new CARES screen that captures the W-2 placement decision); and
- 3) To create accurate WP referral information.

At the end of May, DWD will provide agencies with reports that will identify cases with unconfirmed W-2 payments as a means for agencies to take action prior to the move placements conversion. Additional reports will be generated immediately following the conversion on June 2nd to identify any cases that have been identified as requiring follow up by the agency. This could be due to unconfirmed W-2 payments that were not confirmed prior to the conversion, FEP ID mismatch, pending referrals created, etc.

**Complete instructions and details regarding these reports will be included in the Operations Memos that will be released soon.**

**CONTACT:** DWS Regional Administrators